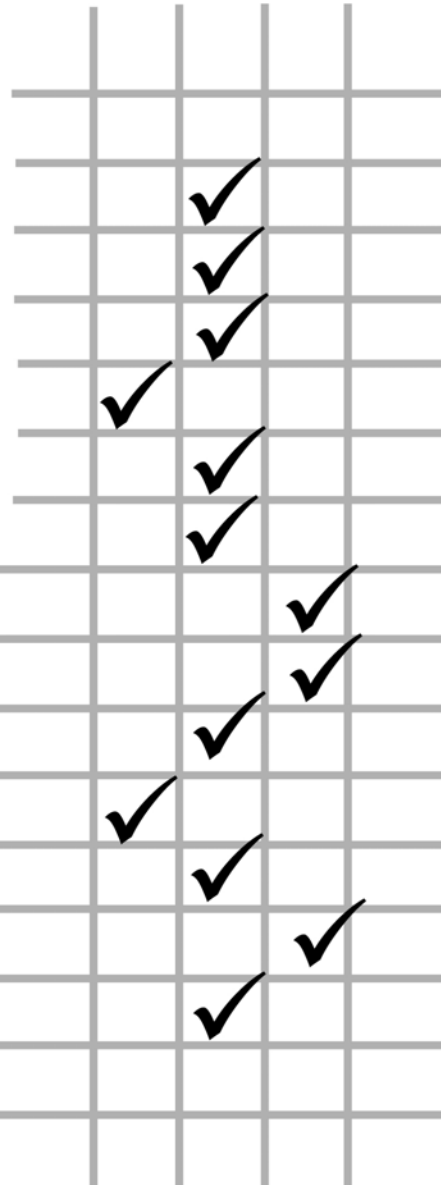


# Build It Right ... It Pays

## *Guidelines for Wholesale Food Distributors*

- Warehouses
- Cold Storage  
Food Facilities
- Ice Cream Carts and  
Vehicle Storage



County of San Bernardino • Human Services System  
Department of Public Health  
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

[www.sbcounty.gov/dehs](http://www.sbcounty.gov/dehs)

## **BUILD IT RIGHT — IT PAYS**

For proper construction to take place, there must be a formulation or plan for the development. This plan will take considerable thought and the guidance of many people, agencies, and experts. Among these people are the experienced Environmental Health Specialists of DEHS who welcome the opportunity to assist you in planning and constructing a business of which you can be proud.

### **I. The Importance of Planning**

The proper layout of food service establishments is an important element of a successful and profitable operation, at the same time helping to meet the goals of serving to the public good, clean, wholesome, disease-free food. This pamphlet is designed to help you accomplish these goals. There are two basic objectives in properly designing your establishment:

- A. To insure that all structural and operational requirements of the laws will be met.
- B To insure that foods from the premises will not be contaminated or adulterated by rodents, insects, or filth; and will not cause any esthetic or illness problems.

### **II. Definitions**

- A. *Food Processing Plant* — shall mean any room, building or place or portion thereof, maintained, used or operated for the purpose of commercially storing, packaging, making, cooking, mixing, processing, bottling, canning, packing, slaughtering or otherwise preparing or handling food except restaurants.
- B. *Food* — includes all articles used for food, drink, confectionery, or condiment, whether simple or compound, and all substances and ingredients used in the preparation thereof.
- C. *Prepackaged Food Distributor* — includes any food wholesale/food distributor where food is stored and distributed to another location for further processing, preparation, resale and or consumption. No food shall be allowed to be processed, packaged or manufactured at these locations.
- D. *Plans* — for new construction are scaled drawings by an engineer, architect, or registered building designer showing complete details of the building and equipment, water and sewage system, and the site upon which the building rests. For minor alterations the scaled dimensional drawing may be made by others who can completely and accurately show the work to be done on remodeling, replacing equipment, or reorganizing an existing establishment. Food storage will not be permitted at a private home.
- E. *Regulating Agency* — A governmental subdivision which enforces laws or rules and regulations applicable to your business. Among these are: The San Bernardino County Fire, Planning, Building, Air Pollution Control, Environmental

Health Services, and Public Health. Departments; such State agencies as the Board of Equalization, Alcoholic Beverage Control, Division of Industrial Safety; and Federal agencies such as the Federal Food and Drug Administration, Federal Revenue Service on Alcoholic Beverages. Other agencies could include: State Food and Drug, U.S.D.A., Bureau of Meat Inspections, U.S.D.A. Milk & Dairy Services.

### **III. Steps to Follow for Construction**

To help you eliminate delays and complications with the regulatory agencies, follow these directions:

- A. Obtain site approval from your City or County Planning Department. Plans and supporting data will be required. This applies to all new construction and/or change in type of business.
- B. After site approval is obtained, submit three (3) complete sets of the construction or remodeling plans to the Building and Safety Department having jurisdiction, and after payment of their plan-checking fees, submit the plans to DEHS, 1647 E. Holt Blvd., Ontario, CA 91761 (909) 458-9673.
- C. After plans are approved by DEHS, they will be taken to the Department of Building and Safety of your community where they will be processed. After the plans are approved by both Departments, a construction permit must be obtained. Once approved, a copy of the plans will be kept for a permanent record by the Department of Building and Safety, one will be returned to you to be kept at the job site, and the remaining copy is kept by the Regional Plan Check Specialist of DEHS, to be used for inspection purposes for construction and final approval. Any deviation or change from these plans requires resubmission to both DEHS and Building Department to obtain approval in writing.
- D. Both DEHS and Building Department local representatives should be contacted to make inspections of the various phases of construction. The local DEHS Specialist should be called prior to and after setting of the equipment and again a few days before the scheduled opening date. It is suggested that this final construction inspection be coordinated with the building inspector so that contradictory items may be resolved.

### **IV. Plans**

- A. General Requirements to be shown on the Plans:
  - 1. Name and Address of Owner.
  - 2. Name and Address of architect and/or contractor.
  - 3. Address of the property.
  - 4. Plot Plan of the property — include trash storage and refuse container cleaning area and facilities.

B. Structural Requirements:

1. Floor plan of warehouse, premise, dock area drawn to scale or  $\frac{1}{4}"=1'-0"$ .
2. Material and finish schedule of floors, walls, ceiling and coving in all rooms are to include the following:
  - a. Toilet facilities for the employees.
  - b. Janitorial closet with mop sink.
  - c. Cold storage facilities and walk-in refrigerator units with proper liquid waste disposal.
  - d. Employees break and locker area.
  - e. Light and ventilation for each room.
  - f. Segregated area for chemical storage.
  - g. Show rack schedule or indicate how food is stored.

C. Additional Requirements:

1. The Planning and/or Building and Safety Departments will require additional information, such as structural, plumbing, electrical, mechanical, parking and other details.

**V. Elements of Good Construction**

A. Building requirements in restroom, janitorial closet and food processing areas:

1. Floors in all areas where water is used in the operation are to be constructed and of such material as to be water tight, such as quarry or ceramic tile, clean sealed concrete, tile, or similar proven materials. Floor/wall junctions to be sealed. Provide base coving if needed. In large food warehouses, wood base boards, cement curbing or protective rails will prevent wall deterioration.
2. Walls must be constructed of approved materials such as ceramic tile; smooth gypsum or cement plaster; Plasterboard Bestile or similar fire-resistant impervious materials. Use of semi-gloss light colored paint is recommended where the material requires a finish. Walls in toilet rooms or "wet" locations will require an impervious material or wainscot. Material such as plasterboard may be used in these areas unless covered.
3. Ceilings may be constructed with the same materials as the walls, but in addition may be open beam or acoustical materials.

B. Food Warehouse: Food Warehouses shall be designed suitable in size and construction to facilitate maintenance and sanitary operations for food storage purposes.

C. Adequate Light of Food Storage Areas: Provide adequate lighting to all food storage areas, handwashing areas, dressing, locker and toilet rooms.

- D. Insect and Rodent Control: One of the best ways to control insects or rodents in food storage facility is simply to construct the building so that they are kept out. This means tight-fitting doors and windows, self-closing doors, screened openable windows, sealed holes where pipes or wires go through walls and the elimination of hiding places around storage areas and equipment. All vent pipes should be screened with ¼-inch wire mesh. Provide where necessary, effective screening or other protection against birds, animals, and vermin including, but not limited to, insects and rodents. It is recommended to allow 12-18 inch aisle ways in rear of all food storage to facilitate control of pests.
- E. Water and Sewage Systems: The water must be from a DEHS approved source and system. The water supply shall be sufficient for the operation's intended use and shall be derived from an adequate source. Sewage disposal shall be made into an adequate sewage system or disposed of through other approved means. Plumbing shall be of adequate size and design and shall be properly installed and maintained.
- F. Toilet Facilities: Each Food Distributor shall provide its employees with adequate toilet and associated handwashing facilities within the warehouse. Toilet rooms shall be furnished with toilet tissue. Soap and paper towel dispensers are to be provided adjacent to handwashing facilities. The facilities shall be maintained in a sanitary condition and kept in good repair at all times. Doors to toilet rooms shall be self-closing. Where five or more persons of both sexes are employed, separate facilities shall be provided for each sex.
- G. Lockers: Adequate lockers for employee personal belongings are to be provided and segregated from food areas.
- H. Ventilation: Adequate ventilation is to be provided in bathrooms, janitorial closets, employee break and locker rooms.
- I. Salvage Area: Where reconditioning of salvageable food occurs, a three-compartment sink with double drain boards shall be provided.
- J. Floor Sink and Floor Drains: Easily accessible floor sinks should be provided in areas where drainage from equipment will occur. Gutter or trench drains will be required where large amounts of water is necessary for clean-up such as dock areas.
- K. Trash Storage: Every food wholesale distributor shall have a designated area set aside for refuse cans or bins. Use of plastic garbage can liners will facilitate cleanup.
- L. Eye Rinse Soap: Where battery forklifts are recharged, provide properly plumbed or portable eye rinse station.
- M. Food Cart and Vehicle Storage (if applicable):
  - 1. Provide segregated area from food storage for storage of food carts or vehicles separated by a solid wall.

2. Provide cleaning and servicing area with approved drain or floor sink for disposal of liquid waste.
3. Janitorial Area: A janitorial area with mop sink plumbed with hot and cold running water and designated areas for mop and broom and chemical storage shall be provided.

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